



Government of Jammu and Kashmir  
Industries & Commerce Department  
Civil Secretariat, Srinagar

Subject: Work Distribution among Under Secretaries of the Industries and Commerce Department.

**Office Order No.70 -IND of 2018**

**Dated: 08.08.2018**

Consequent upon transfer of Sh. Bilal Ahmad Najar, Under Secretary to Government and joining of Sh. Sanjeev Kumar Gupta, in his place vide Government Order No:1213-GAD of 2018, dated 01.08.2018, the following work distribution at the level of Under Secretaries in the I&C Department is hereby ordered with immediate effect. This is in partial modification of the Office Order No:66-IND of 2018, dated 20.07.2018 .

S.No	Name of the officer	Category of subjects allocated	
1	Sh. Mohd Ayub, Under Secretary	<b>D</b>	
		1. Jammu & Kashmir Entrepreneurship Development Institute 2. Geology & Mining including Cadre Management of G&M (G) Service 3. JKML/JKCL/SIDCO/SICOP 4. IICT/CDI/KVIB 5. BoD Meetings of concerned Corporations.	
2	Sh. Sartaj Hussain, Technical Officer	<b>A</b>	<b>B</b>
		1. MSME/DICs 2. New Industrial Estates/ Industry 3. Industrial/Trade/Export/Logistics/Startup Policies 4. Ease of Doing Business 5. Cadre Management of I&C (G) Service	1. Office Administration 2. General/Coordination Section 3. IT interventions 4. Departmental Inquiries/RDAs 5. CoS Meeting issues 6. Public Services Guarantee Act
3	Sh. Sanjeev Kumar, Under Secretary	<b>C</b>	<b>E</b>
		1. Handloom Dev. Department 2. Handicrafts Department 3. Handloom Dev. Corporation 4. Handicrafts (S&E)	1. Legislative Assembly Business 2. House Committee Reports 3. Grievance Redressal Replying/dealing with VIP references and

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	Corporation 5. Jammu & Kashmir Industries 6. Cadre Management of Handicrafts and Handloom Departments 7. BoD Meetings of concerned Corporations.	communications received from GoI/ PMO/Central Ministries/Raj Bhawan/ CM Sectt. / Chief Secretary.
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It is further ordered that:

- a. The above officers shall route the files pertaining to the assigned subjects to the concerned Addl. Secretary/ Deputy Secretary, and in case of absence of any of the above officers, the files of the pertaining subjects shall be routed by the concerned Section Officer/Head Assistant directly to the concerned Addl. Secretary/ Deputy Secretary.
- b. All the outgoing communications from the department under Category A&B shall be issued under the signatures of Sh. Sanjeev Kumar, Under Secretary.

Sd/-

(Shailendra Kumar) IAS

Principal Secretary to Government,  
Industries & Commerce Department

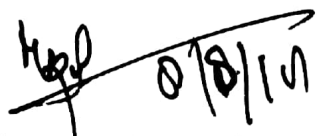
Dated: 08.08.2018

NO: IND/Adm/WD/G/2013

Copy to the :-

1. Director (P,D&M), I&C Department.
2. Director Finance, Industries & Commerce Department.
3. Additional Secretary to Government, I&C Department.
4. Additional Secretary (Legal), I&C Department.
5. Deputy Secretary to Government, I&C Department.
6. Under Secretary to Government, I&C Department (All).
7. Pvt. Secretary to the Principal Secretary, I&C Department.
8. All Section Officers of I&C Department.
9. All Head Assistants/Record keepers of I&C Department.
10. Incharge website, I&C Department.
11. Office record/concerned file.



  
 (Mohammad Ayub)  
 Under Secretary to Government  
 Industries & Commerce Department